**Important safeguarding information for all applicants**

At Brookburn Primary we take safeguarding very seriously. As part of our commitment to promoting the welfare of our children the following procedures will be followed for all new applications.

On receipt of your application any anomalies or discrepancies such as gaps in your employment history will be scrutinised and may affect the shortlisting of your application. Please, therefore, complete your application carefully giving full details. CVs will not be accepted.

References will be followed up and any appointment will be subject to satisfactory written references being received. Any information on your reference which causes concern will be raised with you at interview.

If you are invited to interview you must bring with you the following:

* A form of photo identification such as a driving licence or passport.
* Proof of required qualifications as listed in the application pack.
* Proof of National Insurance (i.e NI Card or letter from HMRC)
* Proof of address
* Birth Certificate

These documents must be the original certificates, photocopies are not acceptable.

Copies will be taken of the documents you bring with you and placed on file until the successful candidate is appointed. After this point the documents of unsuccessful candidates will be shredded.

Any offer of employment is conditional upon the satisfactory completion of the pre-appointment checks and after appointment will be subject to a successful Disclosure and Barring Service (DBS) and medical health check.

These pre and post recruitment are statutory as laid down in ‘Safeguarding Children & Safer Recruitment in Education, 2007.

Please note that appointment to all non-teaching posts will be subject to the successful completion of a probationary period.

Applicants shortlisted will be subject to an online search.

This is not part of the shortlisting process itself, you will be able to address any issues of concern that arises during the search at the interview.

**Please could you complete & return the following CRB information**

There is nothing I would like to make you aware of before interview

 regarding my DBS check  **□**

There is an issue I will need to discuss prior to interview

regarding my DBS check **□**